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CORRESPONDENCE - GENERAL

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cc: Director of Security (with encl.)  
Director of Logistics

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68. Originating Office Identification. "CTB/TR:EFGreen:rst/3742 (23 Jan. 54)" as shown in Exhibit 4 denotes the originating office (CTB/TR), the originating official (EFGreen), the typist (rst), the originator's telephone extension if appropriate (3742), and the date the memorandum was dictated (23 Jan. 54). Refer also to Paragraph 23.
69. Defense Classification Markings. See Paragraph 24.

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CORRESPONDENCE - GENERAL

13 SPACES

9 SPACES

23 January 1954

4 SPACES

MEMORANDUM FOR: Assistant Deputy Director for Support

THROUGH: Chief, Management Staff

SUBJECT: Revised CIA Correspondence Handbook

4 SPACES

1. As requested in your memorandum of 9 January 1954, our clerical training staff has reviewed the first draft of the proposed revised CIA Correspondence Handbook. From this review there evolved the following recommendations regarding memorandum format:

a. Increase the space between the subject line and the text from two typing lines to four lines on second pages.

b. Indent the command line five spaces from the left margin.

2. Editorial notes have been made in the enclosed copy.

5 SPACES

O. K. LETTERWRITER  
Deputy Director of Training

Enclosure: 2 SPACES  
First Draft of CIA Correspondence  
Handbook

1/ cc: Inspector General

2/ Distribution:  
Orig. and 1 - Addressee  
1 - C/Mgt/S  
1 - DTR (Chrono)  
1 - CTB/TR

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2/ CTB/TR:EEFGreen:rst/3742 (23 Jan 54)

EXHIBIT 4  
MEMORANDUM ON PLAIN BOND